

**Minutes of the SDT Meeting  
held on the 4<sup>th</sup> December 2013  
in the Office at 7.30 pm**

**Present:** John Rodwell, David Holmes, Steve Bacon

**In Attendance:**

Nic Thake, Steven Bews, Andy Makin and Debbie Sarjeant

**1. Apologies:** Graham Rendall and John Phillips

JR opened the meeting and welcomed everyone. It was agreed that Agenda Item 5 would be addressed before other business.

**2. Minute of 13<sup>th</sup> Nov 2013.** Approved DH seconded JR.

**3. Declarations of Interest:** None.

**4. Matters Arising.** It was noted that reference to the abbreviated initials for directors would need clarifying as we had 2 SB's (Steven Bews and Steve Bacon). DS would amend in future to following, SBw (S Bews) SBn (Steve Bacon).

**5. Board Membership.** JR asked that the Board consider the proposal to co-opt Nic Thake and Steven Bews to the Board. Both candidates indicated that they were willing to become Directors. The Board agreed unanimously. **DS to action adding to Comp Hse and Induction. SBn to action email addresses and familiarisation of the Server.** JR welcomed both to the Board.

**6. Consultation into future Service Provision.** JR mentioned that as the last meeting was only 3 weeks prior there were no further developments under this agenda item but this was now a priority. It was requested that information should be ready in January. NT asked for papers to be circulated prior to the next meeting when available.

**7. Premises** Following a surveyors Report into the Offices of the SRL, AM had received a report into the integrity of the building. The report had highlighted damp issues and decay of the doorway. No structural Issues were identified but it was noted the unstable stair rail at the top of the stairs. **AM to action highlighting the hazard** It was agreed that we should still look for temporary accommodation and AM had been investigating options which included temporary offices sited at the Community Centre. This option was dependant on confirmation from the School. Further investigations were underway regarding plans to acquire a plot of land for office building and a future development. It was identified that Community perception should be noted and if any developments into the acquisition of land should be made public as soon as possible.

**8. Transport** AM told the Board that he had arranged for the Kirkwall Waiting room to stay open for the users of the OOH Ferry. Following developments into the operation of the OOH Ferry negotiations were held with the operator. Proposals were brought to the Board and it was agreed that the operator would receive a top up of the subsidy to £60 per return run. This top up would not incur huge financial outlay to the trust. It was also agreed to exchange letters with the operator to confirm the agreement a 6 month period to ensure stability of the service. It was also agreed that inclusion of some questions regarding the timings of the OOH Ferry were included in the community survey.

**9. Coastal Communities Pontoon Project.** Following the rejection of the Pontoon bid with the Big Lottery Coastal Communities Fund it was reported that communication with Brian Archibald had indicated that OIC would be in agreement to look into the wave study. Also John Hinckley from Orkney Marinas had agreed to share the report on the impact of tourism in Westray. The two issues of concern highlighted by the Big Lottery could be addressed and hopefully allow a resubmission in February.

**10. SWAP** No Applications

**11. IT Policy** Following discussion it was agreed to look further into alternative papers for submission to the Board. It was felt that the current template was not really suitable for the purpose. It was also agreed that DS would seek an alternative service provider to oversee the server.

**12. SRL Report:** Circulation of the report prior to the meeting. JR noted that the report did not set out information that the Board could use for planning and discussion with the SRL would be arranged to seek clarification of reserves and additional planned costs.

**13. Accounts.** DS had prepared a budget sheet for the Board and it was agreed that this information would provide better information to the Board.

**14. Correspondence.** None

**15. AOB.** AM had circulated a CES Conference report. AM had also indicated that he was looking at a MOU between SDT and CES. He had also looked into feasibility study for a hydrogen boat and was waiting for the outcome. JR asked if the board were happy for this work to be added to the Performance Framework. It was agreed by the Board. JR and AM had been invited to attend the CPO Meeting and the agenda included a proposal to formally constitute CPO.

**Date of Next Meeting** : 15<sup>th</sup> Jan 2014

At this point the meeting was closed.